

## Project completion report (post-construction)

A project completion report is required for significant projects (grants greater than \$1 million). Its purpose is to demonstrate that the project objectives have been achieved, and to identify the benefits it has delivered.

### Project overview

Project ID:

Project name:

Funding recipient:

Project's scope of work  
(high-level outline):

Project's objectives/benefits:

Original project cost:

Final project cost:

Original NSW Government grant:

Final NSW Government grant:

Other grants (for example, federal):

Local water utility's final contribution:

Scheduled completion date  
(per funding deed):

Actual completion date:

Handover/acceptance date:

## Variations (if applicable)

Original project scope:

Varied scope:

Date deed amended:

## Construction overview

**Table 1. Overview of the project's construction process**

Ref.	Description	Comments	
1	Were works completed in accordance with the conditions specified in the construction contract/s and the funding deed/agreement?	Yes	No
2	Have the project's objectives/outputs been achieved?	Yes	No
3	Briefly describe assessment of the risk reduction achieved as a result of this project being completed.		
4	Have all necessary statutory approvals been obtained? (Section 60, Environment Protection Authority—EPA, NSW Health, planning, etc.)		
5	Health, safety and environment: Were there any medical treatment injuries or Worksafe reportable incidents?		

Ref.	Description	Comments
6	Any significant negative (or positive) community or media reaction to the project?	
7	Have the new assets been formally handed over and accepted by the contract's principle with/without outstanding defects for which a rectification plan is in place?	
8	Have any land matters been resolved, if applicable?	
9	Confirm there are no outstanding claims due to NSW Government in relation to this project (except any final claim pursuant to submission of this report).	
10	Have you learnt anything from this project that you wish to share for the benefit of similar projects in the future? These could be project management issues, technological innovation, departmental process improvements, etc.	

## Photos

Please attach construction/completion photos, if available.

## Signatures

Signed:

General manager:

Funding recipient:

Date:

© State of New South Wales through Department of Planning, Industry and Environment 2020. The information contained in this publication is based on knowledge and understanding at the time of writing (March 2020). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.